

City of Williamsburg

Facility name: Public Works and
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 2/24/2003	EMS 2/24/2003	EMS 4/8/2008	DGC 4/8/2008

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Revision no. 2

4.2.13 EMS Policy Procedure

This is a printed copy of the original and will not be kept up-to-date.

Persons responsible:

Areas of application: Department of Public Works and Utilities Shop Complex

Date of issue: 4/8/2008

Effective until date: 4/8/2009

Warning!

The information in this document may be out of date and should be reviewed.

Document location:

Distribution list:

Current revision no.: 2

Revision schedule

Rev. no.	Date	Description
	3/6/2003	
2	4/8/2008	modified 5.4 to read An introduction...

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1 Purpose

- 1.1 The purpose of this procedure is to establish practices related to the development and implementation of the Environmental Policy for the City of Williamsburg Public Works and Utilities Department.

2 Scope

- 2.1 This procedure is responsive to element 4.2, Environmental Policy, ISO 14001-1996 standard and cover operations of the Public Works and Utilities Department.

3 Responsibility

- 3.1 The Environment Management Systems (EMS) Team will maintain meeting minutes to provide objective evidence of the process used to adopt the policy by the Public Works and Utilities Department.
- 3.2 The EMS Team will document and implement the Environmental Policy within the Public Works and Utilities Department.
- 3.3 The EMS Team will periodically review and revise the Environmental Policy to reflect changing conditions as needed.
- 3.4 The Environmental Policy applies to all employees of the City of Williamsburg Public Works and Utilities Department. This procedure considers all activities, products, and services pertinent to the environment management and includes all employees of the City of Williamsburg Public Works and Utilities Department.

4 Definitions

- 4.1 Refer to 3.0, ISO 14001-1996 Related Definitions

5 Process

- 5.1 The Environmental Policy includes a commitment on behalf of the Public Works and Utilities Department to continual improvement and prevention of pollution. The text also includes a commitment to comply with environmental standards set by applicable laws, regulations, and requirements to which the City of Williamsburg subscribes.
- 5.2 The Environmental Policy provides the framework for the setting and reviewing environmental objectives and targets. Specific initiatives and environmental programs adopted by the Public Works and Utilities Department will be included.
- 5.3 The Environmental Policy will be maintained through document control protocol detailed in 4.4.52, Document Control. It is communicated to employees and external interested parties via provisions set forth in 4.4.33, Communication.
- 5.4 An introduction to the Environmental Policy will be conducted during the Environmental Awareness Training and be included as part of the new hire orientation training. Details for environmental Training are outlined in 4.4.22, Training Awareness and Competence.

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6 References/Related Documents

- 6.1 Meeting minutes, attendance list
- 6.2 4.4.52 Document Control
- 6.3 4.4.33 Communication
- 6.4 4.4.22 Training Awareness and Competence